



DEPARTMENT OF CODE ADMINISTRATION

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TO: ALL CUSTOMERS AND STAFF

FROM: GREGG FIELDS, DEPUTY DIRECTOR

SUBJECT: CODE ADMINISTRATION PLAN REVIEW TIME FRAMES

The following table reflects our current plan review time frames. These review times only apply to plans under review by the Department of Code Administration and do not include review time required by other departments. Please allow for additional time for review by the departments involved in your projects. You can contact them through our city website at alexandriava.gov.

Type of Review	Maximum Time Frames
<i>Walk-through – Residential (IRC):</i> Alterations, Renovations, Additions & Repairs (including new decks) Residential Additions < 4 stories; 1200SF per floor	same day
<i>Walk-through – Commercial (IBC):</i> Alterations, Renovations & Repairs (Including Systems Furniture) with no or limited structural modifications, Small Fire Protection Systems meeting the criteria as indicated on the Fire Protection Systems webpage.	same day (dependant on job size)
<i>Take In -Commercial:</i> New Construction, Alterations, Renovations, Additions, Repairs & Tenant Build-outs; New Residential Single Family Dwellings	20 business days
<i>Take In- Residential:</i> alterations, renovations, additions & repairs (Not meeting Walk-thru criteria)	10 business days
<i>Fire Protection Systems</i> (Sprinkler, Alarm, Stand-pipe, etc.) New Construction, Alteration, Additions, Repairs & Revisions	7 business days
<i>Residential (IRC)</i> Revisions	10 business days
<i>Commercial (IBC)</i> Revisions	15 business days
<i>Trades, Stand-alone</i> (Plumbing, Electrical or Mechanical); Final reviews when all comments have been addressed	5 business days

Our goal is to continue to provide quality plan review as quickly and efficiently as possible. Your project may qualify to apply for our Online Permit Center and may save you a trip to City Hall. To learn more on this program, please visit: <http://alexandriava.gov/Code>.

Please visit our website at alexandriava.gov/PermitCenter for more information on our submittal requirements and alexandriava.gov/code/info/DailyUpdate.aspx?id=30584 for current plan review time estimates. Permit holders are able to view and track permits in process using our online **Permit Tracker** system located on our website at alexandriava.gov/city/codeenforcement/permittracker.

If you have any questions or comments, please call Plan Review Division Chief Ken Granata at 703-746-4193 or our Customer Service Division Chief James Hunt at 703-746-4201.

cc: John Catlett, Director, Code Administration
Faroll Hamer, Director, Planning & Zoning
Richard Baier, Director, Transportation & Environment Services